

Message Text

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ORIGIN SS-15

INFO OCT-01 ARA-06 ISO-00 SSO-00 NSC-05 NSCE-00 A-01
CPR-01 OC-06 CCO-00 SY-05 PRS-01 FS-01 /042 R

DRAFTED BY S/S-EX:HGRANT:MKWM

APPROVED BY S/S-EX:JBMORAN

ARA/MGT:RSGERHENSON

-----061808Z 086036 /50

O 061738Z JUN 77

FM SECSTATE WASHDC

TO AMEMBASSY PORT OF SPAIN IMMEDIATE

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E.O. 11652: DECLASSIFIED 7/31/77

TAGS: OVIP (VANCE, CYRUS R)

SUBJECT: SECVISIT - FUNDING

THE FOLLOWING INSTRUCTIONS CONCERN THE AUTHORIZATION,
FUNDING AND VOUCHERING FOR EXPENDITURES MADE IN ANTICIPATION OF AND IN CONNECTION WITH THE SECRETARY'S VISIT.
THE BUDGET AND FISCAL OFFICER OR OTHER ACCOUNTABLE
AMERICAN EMPLOYEE AT POST IS ASKED TO EXERCISE CLOSE
PERSONAL SUPERVISION AND CONTROL TO INSURE THAT CHARGES
ARE PROPERLY DOCUMENTED AND REPORTED CORRECTLY.

1. APPROPRIATION 1970522; ALLOTMENT 7K-10017: CHARGE
THE FOLLOWING, AND ONLY THE FOLLOWING, TO THIS ALLOTMENT:

A. ALL COSTS FOR MEALS AND INCIDENTALS FOR THE SECRETARY
AND FOR ANY OTHER PARTY MEMBER SPECIFICALLY AUTHORIZED
BY SUBSEQUENT MESSAGE(S). (LODGING AND OFFICE SPACE TO
BE CHARGED TO ALLOTMENT 1001.) (SEE PARAGRAPH 2.)

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B. REPRESENTATION FUNCTIONS HOSTED BY THE SECRETARY.

C. THE COST OF MEALS FOR LOCALS AND MARINE SECURITY
GUARDS, BUT FOR NO OTHER AMERICAN EMPLOYEES, WHO WORK
SHIFTS IN EXCESS OF EIGHT HOURS. NOTE: IF MEALS

PURCHASED IN HOTEL GET SEPARATE BILL, THEY MUST NOT REPEAT NOT BE INCLUDED ON SAME BILL FOR ROOM RENTALS.

D. VOUCHERING INSTRUCTIONS: VOUCHERS FOR EXPENSES CHARGED TO THIS ALLOTMENT SHOULD BE CLASSIFIED, "LIMITED OFFICIAL USE - PURSUANT TO 31 USC, SECTION 107-RS291". IN ADDITION TO THE REQUIREMENTS FOR REPORTING EXPENDITURES UNDER FS-477 PROCEDURES, ONE COPY EACH OF THE VOUCHER AND SUPPORTING DOCUMENTS AND RECEIPTED BILLS SHOULD BE FORWARDED TO THE EXECUTIVE DIRECTOR S/S-EX.

2. APPROPRIATION 1970113; ALLOTMENT 1001; OBLIGATION 799524; OBJECT 2589: THE FOLLOWING EXPENSES INCURRED FOR DEPARTMENT OF STATE REPEAT DEPARTMENT OF STATE PERSONNEL ACCOMPANYING THE SECRETARY AND SECRETARIAT ADVANCE TEAMS SHOULD BE CHARGED TO THIS ALLOTMENT:

A. BASIC COST OF HOTEL ROOMS, INCLUDING TAXES BUT EXCLUSIVE OF ALL CHARGES FOR RESTAURANT, LAUNDRY AND SIMILAR PERSONAL SERVICE CHARGES WHICH WILL BE FOR THE PERSONAL ACCOUNT OF THE OCCUPANT WHO WILL BE RESPONSIBLE FOR SETTLING WITH THE HOTEL BEFORE DEPARTURE.

B. COST OF ALL HOTEL ROOMS USED FOR OFFICES, CONTROL ROOMS, PRESS ROOM, ETC. INSTRUCT HOTEL MANAGEMENT NOT REPEAT NOT TO ACCEPT ANY FOOD OR BEVERAGE CHARGES TO THESE ROOMS.

C. VOUCHERING INSTRUCTIONS: COPIES OF ALL PAYMENT LIMITED OFFICIAL USE

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VOUCHERS TOGETHER WITH COPIES OF ALL PAID BILLS SHOULD BE FORWARDED TO THE EXECUTIVE DIRECTOR, S/S-EX.

STATE SECURITY PERSONNEL/OPERATIONS

3. APPROPRIATION 1970113; ALLOTMENT 1038; OBLIGATION 799000; OBJECT 2589: THE FOLLOWING EXPENSES INCURRED FOR DEPARTMENT OF STATE SECURITY PERSONNEL INCLUDING REGIONAL SECURITY OFFICERS, TECHNICAL SECURITY OFFICERS AND SEABEES OVERSEAS PROVIDING SUPPORT IN CONJUNCTION WITH THE SECRETARY'S TRAVEL SHOULD BE CHARGED TO THIS ALLOTMENT.

A. BASIC COST OF HOTEL ROOMS, INCLUDING TAXES BUT EXCLUSIVE OF ALL CHARGES FOR RESTAURANT, LAUNDRY AND SIMILAR PERSONAL SERVICE CHARGES WHICH WILL BE FOR THE PERSONAL ACCOUNT OF THE OCCUPANT WHO WILL BE RESPONSIBLE FOR SETTLING WITH THE HOTEL BEFORE DEPARTURE.

B. COST OF HOTEL ROOMS USED BY SY AGENTS FOR OFFICIAL PURPOSES, OFFICIAL TELEPHONE CALLS AND FOR CARS RENTALS WHEN AUTHORIZED BY THE SENIOR MEMBER OF THE SY ADVANCE TEAM.

C. VOUCHERING INSTRUCTIONS: COPIES OF ALL PAYMENT VOUCHERS TOGETHER WITH COPIES OF ALL PAID BILLS SHOULD BE FORWARDED TO THE BUDGET OFFICER SY/EX.

NSC PERSONNEL.

4. APPROPRIATION 1970113, ALLOTMENT 2034: THE FOLLOWING EXPENSES INCURRED FOR NATIONAL SECURITY COUNCIL PERSONNEL BOTH ACCOMPANYING SECRETARY OR MEMBERS OF ADVANCE TEAMS, SHOULD BE CHARGED TO THIS ALLOTMENT:

A. BASIC COST OF HOTEL ROOMS INCLUDING TAXES BUT LIMITED OFFICIAL USE

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EXCLUSIVE OF RESTAURANT, LAUNDRY ETC., CHARGES WHICH ARE FOR THE PERSONAL ACCOUNT OF THE OCCUPANT.

B. FOR ALL CHARGES AGAINST THIS ALLOTMENT FS-477'S FOR NSC WITH SUPPORTING DOCUMENTS AND RECEIPTED BILLS SHOULD BE FORWARDED TO THE DEPARTMENT, ATTN: BF/FS, MR. ROBERT LAMB.

5. PRESS: MEMBERS OF THE PRESS ACCOMPANYING THE SECRETARY ARE RESPONSIBLE FOR PAYING THEIR OWN HOTEL BILLS.

6. AIRCRAFT CREW: CREW MEMBERS FROM THE SECRETARY'S AIRCRAFT ARE INDIVIDUALLY RESPONSIBLE FOR PAYING THEIR OWN BILLS.

7. OTHER EXPENSES:

A. ALL COSTS FOR OUT OF COUNTRY TDY PERSONNEL COMMUNICATORS, CLERICAL HELP ETC. USED IN SUPPORT OF THE VISIT WILL BE BORNE BY THE REGIONAL BUREAU.

B. ALL EXPENSES INCURRED FOR: (I) AMERICAN AND FSL OVERTIME; (II) VEHICLE RENTALS; (III) EQUIPMENT RENTALS; (IV) ALL TELEPHONE INSTALLATION AND SERVICE CHARGES; (V) PRINTING; (VI) SUPPLIES; AND (VII) REPRESENTATION FUNCTIONS HOSTED BY EMBASSY OFFICERS IN HONOR OF THE SECRETARY AND PARTY ARE ALL CHARGEABLE TO THE POST'S ALLOTMENTS.

8. POST SHOULD COORDINATE WITH HOTEL ON BILLING PRO-

CEDURES. INSURE ROOMS ONLY ARE ON OFFICIAL ACCOUNTS.

PERSONAL CHARGES ARE RESPONSIBILITY OF OCCUPANT. EM-
PHASIZE SEPARATE BILLS.

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9. THE ADMINISTRATIVE OFFICER ACCOMPANYING PARTY IS
AUTHORIZED TO INCUR ADDITIONAL CHARGES AND DRAW FUNDS
AGAINST ALL ACCOUNTS MENTIONED HEREIN.

10. AT SOME POINT DURING VISIT, THE BUDGET AND FISCAL
OFFICER OR OTHER ACCOUNTABLE AMERICAN EMPLOYEE AT POST
SHOULD MEET WITH THE S/S-EX ADMINISTRATIVE OFFICER
ACCOMPANYING THE PARTY TO RESOLVE ANY PROBLEMS REGARDING
FUNDING OF THE VISIT.

11. REPORTING:

WHEN BULK OF HOTEL AND OTHER BILLS RECEIVED FOLLOWING
VISIT NOTIFY THE DEPARTMENT BY PRIORITY CABLE (S/S-EX)
OF TOTAL AMOUNTS TO BE CHARGED AGAINST ALLOTMENT
SPECIFIED IN PARAGRAPHS 1 AND 2 ABOVE. BY SEPARATE
CABLE NOTIFY THE DEPARTMENT (SY/EX) OF TOTAL AMOUNTS
EXPECTED TO BE CHARGED AGAINST ALLOTMENT SPECIFIED IN
PARAGRAPH 3 ABOVE. WOULD APPRECIATE RECEIVING THIS
INFORMATION WITHIN THREE WEEKS AFTER CONCLUSION OF
VISIT. VANCE

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Message Attributes

Automatic Decaptioning: X
Capture Date: 01-Jan-1994 12:00:00 am
Channel Indicators: n/a
Current Classification: UNCLASSIFIED
Concepts: n/a
Control Number: n/a
Copy: SINGLE
Sent Date: 06-Jun-1977 12:00:00 am
Decaption Date: 01-Jan-1960 12:00:00 am
Decaption Note:
Disposition Action: RELEASED
Disposition Approved on Date:
Disposition Case Number: n/a
Disposition Comment: 25 YEAR REVIEW
Disposition Date: 22 May 2009
Disposition Event:
Disposition History: n/a
Disposition Reason:
Disposition Remarks:
Document Number: 1977STATE129705
Document Source: CORE
Document Unique ID: 00
Drafter: EX:HGRANT:MKWM
Enclosure: n/a
Executive Order: N/A
Errors: N/A
Expiration:
Film Number: D770201-0272
Format: TEL
From: STATE
Handling Restrictions: n/a
Image Path:
ISecure: 1
Legacy Key: link1977/newtext/t19770686/aaaacxuc.tel
Line Count: 202
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Litigation History:
Locator: TEXT ON-LINE, ON MICROFILM
Message ID: 4c353984-c288-dd11-92da-001cc4696bcc
Office: ORIGIN SS
Original Classification: LIMITED OFFICIAL USE
Original Handling Restrictions: n/a
Original Previous Classification: n/a
Original Previous Handling Restrictions: n/a
Page Count: 4
Previous Channel Indicators: n/a
Previous Classification: LIMITED OFFICIAL USE
Previous Handling Restrictions: n/a
Reference: n/a
Retention: 0
Review Action: RELEASED, APPROVED
Review Content Flags:
Review Date: 31-Mar-2005 12:00:00 am
Review Event:
Review Exemptions: n/a
Review Media Identifier:
Review Release Date: n/a
Review Release Event: n/a
Review Transfer Date:
Review Withdrawn Fields: n/a
SAS ID: 2260701
Secure: OPEN
Status: NATIVE
Subject: SECVISIT - FUNDING THE FOLLOWING INSTRUCTIONS CONCERN THE AUTHORIZATION, FUNDING AND VOUCHERING FOR EXPENDITURES MADE IN AN
TAGS: OVIP, (VANCE, CYRUS R)
To: PORT OF SPAIN
Type: TE
vdkgvkey: odb://SAS/SAS.dbo.SAS_Docs/4c353984-c288-dd11-92da-001cc4696bcc
Review Markings:
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